City of Louisville - Development Review Process

PLANNING

Pre-application Discussion and Schedule Pre-application Conference

A pre-application discussion generally occurs with Planning Staff. The pre-application conference is scheduled through the Planning Division. The Planning Department and other department representatives attend the conference. The Pre-application conference determines the type of the project; process of application; required submittal documents; historic land status; floodplain status; industrial pretreatment; water usage estimation; wet utility/traffic/roadway status; all applicable fees; number of each document type to submit; and the review process timeline

Submit all documents

Schedule submittal conference with appropriate staff. Documents (paper copy and electronic) to be submitted were identified in the pre-application conference (Preliminary or Final Plat/Preliminary PUD documents, Preliminary Drainage Report, Traffic Impact Study, fee, etc...). Incomplete submittals will delay the project.

Review Process

Planning Staff will distribute documents to referral agencies and staff. 30 day initial review period. Comments from all referral agents will be delivered to the applicant prior to the 30 day review period. The applicant responds to initial comments and provides revised documents (paper and electronic). Additional 30 day subsequent review periods follow until approval. Timeline is discussed in Step 1.

Public Hearings

A)Special Hearing (Board of Adjustments, etc.) - if applicable; B) Planning Commission (PC) Approval; C) Applicant revises documents, based on PC conditions of approval, prior to City Council; D) City Council (CC) Hearing Approval; E) Applicant and Staff confirm conditions of approval; Applicant revises documents based on CC conditions of approval. F) If application was preliminary, Repeat steps 1-4 for final application. Applicant has 1 year to submit a final application after preliminary/final approval. Note: Final PUD and Plat will not be recorded until completion of Step 7.

BEGIN DRAFT SUBDIVISION AGREEMENT

PUBLIC WORKS

Submit Const. Documents to Public Works

Including public improvement plans landscape/ irrigation plans, final drainage report, Water and Sewer sizing calculations, Draft Subdivision agreement, Stormwater Management Plan/report, Final Plat and Final PUD (Step 4).

Review Process

30 day review period, 30 day subsequent review periods until approval. Overlot Grading permit may be applied for prior to approval of all documents. Contact Public Works for requirements. A letter of credit must be provide prior to approval.

Final Plat/PUD

Mylars and Subdivision Agreement Recording

Recorded by the applicant per direction and approval by the Planning Department and the Public Works Department.

BUILDING DIVISION

Building Division Review

Submit building plans and required supplemental documents. Complete plans and documents must be submitted prior to any review process.

Review Process - 30 day cycle for review - See Building Department checklist

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to Proceed

See Public Works Construction Checklist.

Issue Building Permit

Issue Building permit after Department approvals and Notice to Proceed from Public Works

Request

and Receive Construction Acceptance

Public Works will coordinate inspections and approvals for wet utility, roadway and other public improvements (see Public Works' Construction Checklist).

After warranty period

Request and Receive Final Acceptance

Public Works will coordinate inspections and approvals for wet utility, roadway and other public improvements (see Public Works for checklist)

<u>Inspections</u>

Schedule inspections through final inspections

Certificate of Occupancy

After Final Inspections, Issue Certificate of Occupancy (see building department for checklist)